

Finance Department

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T*o manage, protect and report on the City of San José's financial resources to enhance the City's financial condition for residents, businesses and investors*

City Service Area

Strategic Support

Core Services

Debt Management*

Provide cost effective financing and insurance coverage for the City's capital assets

Disbursements

Facilitate timely and accurate payment of the City's financial obligations

Financial Reporting

Provide accurate and meaningful reporting on the City's financial condition

Purchasing and Materials Management

Purchase and provide quality products and services in a cost-effective manner

Revenue Management

Collect and invest the City's resources to enhance the City's financial condition

Strategic Support: Analytical Support, Budget/Fiscal Management, Human Resources Management, Contract Administration, and Administrative Support

* This Core Service was previously titled Debt and Risk Management. For 2007-2008, the Risk Management function has been transferred to the Human Resources Department.

Finance Department

Department Budget Summary

	2005-2006 Actual 1	2006-2007 Adopted 2	2007-2008 Forecast 3	2007-2008 Adopted 4	% Change (2 to 4)
Dollars by Core Service					
Debt Management*	\$ 1,189,610	\$ 1,353,100	\$ 1,080,540	\$ 1,069,540	(21.0%)
Disbursements	1,634,680	1,780,719	1,899,971	1,801,738	1.2%
Financial Reporting	1,129,522	1,662,725	1,610,595	1,724,872	3.7%
Purchasing and Materials Management	2,482,326	3,082,002	3,595,130	3,467,182	12.5%
Revenue Management	4,827,499	6,072,735	5,233,044	5,853,606	(3.6%)
Strategic Support	1,282,940	1,512,287	1,455,275	1,455,275	(3.8%)
Total	\$ 12,546,577	\$ 15,463,568	\$ 14,874,555	\$ 15,372,213	(0.6%)
Dollars by Category					
Personal Services					
Salaries/Benefits	\$ 11,471,286	\$ 13,578,345	\$ 13,433,467	\$ 13,768,352	1.4%
Overtime	21,419	63,218	65,807	65,807	4.1%
Subtotal	\$ 11,492,705	\$ 13,641,563	\$ 13,499,274	\$ 13,834,159	1.4%
Non-Personal/Equipment	1,053,872	1,822,005	1,375,281	1,538,054	(15.6%)
Total	\$ 12,546,577	\$ 15,463,568	\$ 14,874,555	\$ 15,372,213	(0.6%)
Dollars by Fund					
General Fund	\$ 9,186,053	\$ 10,934,954	\$ 11,370,497	\$ 11,486,503	5.0%
Airport Maint & Oper	33,642	104,836	107,202	157,235	50.0%
Comm Dev Block Grant	170,858	188,209	193,637	193,637	2.9%
Conv & Cultural Affairs	42,365	48,716	0	0	(100.0%)
Integrated Waste Mgmt	1,403,766	1,992,813	1,359,800	1,571,171	(21.2%)
Low/Mod Income Hsg	174,948	192,127	201,378	220,135	14.6%
Muni Health Svcs Program	30,325	33,522	6,051	6,051	(81.9%)
PW Program Support	22,117	41,071	38,897	38,897	(5.3%)
Sewer Svc & Use Charge	540,652	690,553	390,340	413,721	(40.1%)
SJ/SC Treatment Plant Oper	124,625	154,584	127,554	136,652	(11.6%)
Stores	817,226	1,015,077	902,039	902,039	(11.1%)
Storm Sewer Operating	0	30,936	15,329	31,851	3.0%
Water Utility	0	36,170	161,831	214,321	492.5%
Total	\$ 12,546,577	\$ 15,463,568	\$ 14,874,555	\$ 15,372,213	(0.6%)
Authorized Positions	132.00	134.00	132.00	139.00	3.7%

* This Core Service was previously titled Debt and Risk Management. For 2007-2008, the Risk Management function has been transferred to the Human Resources Department, and the related resources are reflected in the Health and Safety Core Service.

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Budget Reconciliation

(2006-2007 Adopted to 2007-2008 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2006-2007):	134.00	15,463,568	10,934,954
Base Adjustments			
One-Time Prior Year Expenditures Deleted			
• Rebudget: Business Tax Amnesty Program		(228,400)	(228,400)
• Consolidated Utility Billing System (CUBS) Implementation		(413,393)	
One-time Prior Year Expenditures Subtotal:	0.00	(641,793)	(228,400)
Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes and the following position reallocations: - 1.0 Senior Office Specialist to 1.0 Senior Account Clerk - 4.0 Warehouse Worker I to 4.0 Warehouse Worker II		292,049	854,649
• Transfer of 1.0 Administrative Manager, 1.0 Office Specialist II, and 1.0 Senior Account Clerk to Human Resources to support Risk Management function	(3.00)	(289,340)	(187,232)
• Convert 1.0 Staff Specialist and non-personal/equipment to 1.0 Analyst II		(15,967)	(15,967)
• Transfer of 1.0 Senior Account Clerk from Environmental Services for Integrated Billing System support	1.00	81,168	0
• Non-personal/equipment COLA		14,916	14,916
• Change in overtime funding		997	997
• Change in overhead costs		(27,623)	0
• Change in Professional Development Program funding		(3,420)	(3,420)
Technical Adjustments Subtotal:	(2.00)	52,780	663,943
2007-2008 Forecast Base Budget:	132.00	14,874,555	11,370,497
Investment/Budget Proposals Approved			
Debt Management			
Strategic Support CSA			
- Risk Management Program Transfer		(11,000)	(11,000)
Disbursements Subtotal:	0.00	(11,000)	(11,000)
Disbursements			
Strategic Support CSA			
- Finance Accounts Payable Staffing	(1.00)	(98,233)	(98,233)
Disbursements Subtotal:	(1.00)	(98,233)	(98,233)
Financial Reporting			
Strategic Support CSA			
- Temporary Encumbrance Liquidation Project Staffing	1.00	114,277	0
Financial Reporting Subtotal:	1.00	114,277	0

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Budget Reconciliation (Cont'd.)

(2006-2007 Adopted to 2007-2008 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Investment/Budget Proposals Approved (Cont'd.)			
Purchasing & Materials Management			
Strategic Support CSA			
- Central Services Management Staffing	(1.00)	(127,948)	(127,948)
Purchasing & Materials Subtotal:	(1.00)	(127,948)	(127,948)
Revenue Management			
Strategic Support CSA			
- BIMS Consulting Contract Elimination		(70,000)	(70,000)
- Integrated Billing System - Phase I Implementation	3.00	289,079	21,704
- Revenue Collection Strategic Plan	5.00	401,483	401,483
Revenue Management Subtotal:	8.00	620,562	353,187
Total Investment/Budget Proposals Approved	7.00	497,658	116,006
2007-2008 Adopted Budget Total	139.00	15,372,213	11,486,503

Finance Department

Departmental Position Detail

Position	2006-2007 Adopted	2007-2008 Adopted	Change
Account Clerk II	10.00	11.00	1.00
Accountant II	16.00	16.00	-
Accounting Technician	10.00	9.00	(1.00)
Administrative Assistant	1.00	1.00	-
Administrative Manager	4.00	3.00	(1.00)
Administrative Officer	2.00	2.00	-
Analyst II	2.00	3.00	1.00
Buyer II	6.00	6.00	-
Central Services Supervisor	1.00	0.00	(1.00)
Deputy Director	4.00	4.00	-
Director of Finance	1.00	1.00	-
Financial Analyst	7.00	7.00	-
Investigator Collector	13.00	13.00	-
Mail Processor	1.00	1.00	-
Office Specialist	6.00	9.00	3.00
Principal Account Clerk	4.00	4.00	-
Principal Accountant	2.00	3.00	1.00
Principal Office Specialist	1.00	1.00	-
Program Manager II	1.00	1.00	-
Senior Account Clerk	17.00	18.00	1.00
Senior Accountant	3.00	5.00	2.00
Senior Analyst	5.00	5.00	-
Senior Investigator Collector	2.00	2.00	-
Senior Office Specialist	2.00	1.00	(1.00)
Senior Warehouse Worker	1.00	1.00	-
Staff Specialist	1.00	1.00	-
Supervising Accountant	2.00	2.00	-
Warehouse Supervisor	1.00	1.00	-
Warehouse Worker I	4.00	0.00	(4.00)
Warehouse Worker II	4.00	8.00	4.00
Total Positions	134.00	139.00	5.00